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Anthony AND 51251**

**BUDGET ESTIMATES - PERSONNEL BANCH
FISCAL YEAR ENDING 30 JUNE 1947**

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WAR DEPARTMENT

STRATEGIC SERVICES UNIT

PERSONNEL BRANCH

BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

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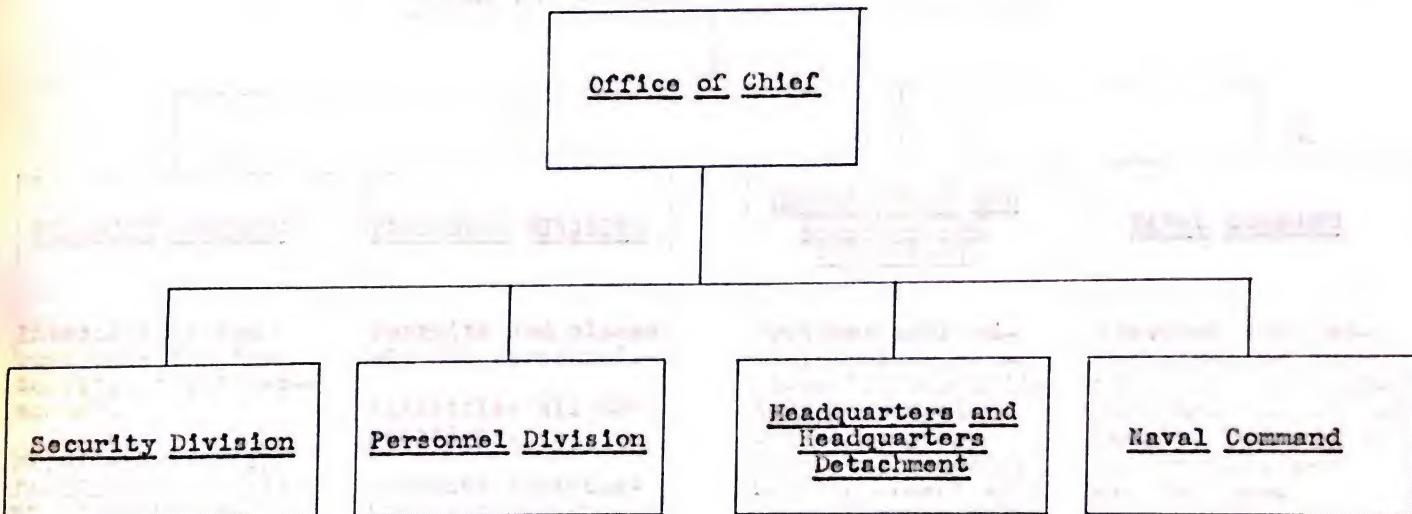
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BUDGET ESTIMATE - FOR THE FISCAL
YEAR ENDING 30 JUNE 1947

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH



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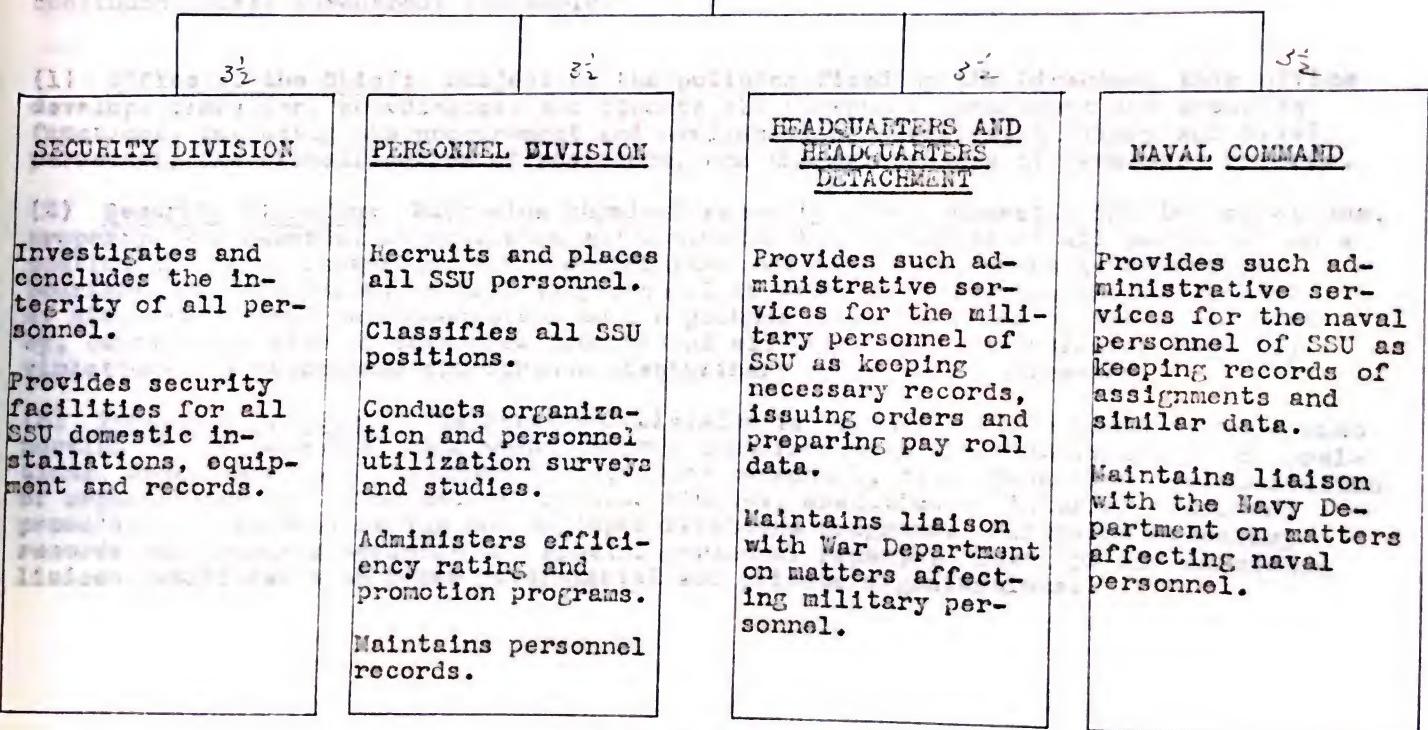
BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)

OFFICE OF CHIEF

Plans, coordinates and directs all personnel management and security functions for the SSU.



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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

The Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

(1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.

(2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas dependents, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

(3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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NOTE: No funds will be included in the estimates for payment of overtime.

SUMMARY OF PERSONNEL REQUIREMENTS

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FISCAL YEARS 1946

BRANCH: PERSONNEL

DIVISION: SUMMARY

SECTION:

DATE: 23 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS			TOTAL FULL-TIME CIVILIAN PERSONNEL			ARMED SER. PERSONNEL			
	1946			1947			1946		1947		1946		1947			
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK
Office of The Chief	2		\$ 9825	5		\$27075					2	\$ 9825	5	\$ 27075	2	
Personnel Division	22		73694	31		95344					22	73694	31	95344	13	
Security Division	25		106981	25		108961*	1	\$14300	1	\$14300	26	111281	26	113261	0	
Op. & Hq. Detachment															0	
Military Command															16	46
															14	11
TOTAL	49		\$190500	61		\$231380*	1	\$14300	1	\$14300	50	\$194300	62	\$235600	75	67

Remarks: *In addition 16 Guards secured from PMA on a reimbursable basis @ \$29,376 annual salary.

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STATEMENT OF BUDGET
FOR THE PERIOD 1 JULY 1946 TO 30 JUNE 1947

Planning and Control Division was established through Budget Bureau on 1 July 1946 to handle the financial, personnel, material, security, and procurement problems of the military services for the period extending from 1 July 1946 to 30 June 1947. This organization will handle all of the budgetary problems of the military services, but the Security Division will be responsible for security, personnel, and procurement problems.

BUDGET ESTIMATES

Estimated budget of the Security Division for the period 1 July 1946 to 30 June 1947 is as follows:

PERSONNEL BRANCH

SECURITY DIVISION

FISCAL YEAR 1947

Estimated budget of the Security Division for the period 1 July 1946 to 30 June 1947 is as follows:

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SECURITY DIVISION

STATEMENT OF JUSTIFICATION
BUDGET ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: The Security Division was established through General Order No. 10, dated 10 December 1945. It consists of a physical security section and a personnel security section and is responsible for the physical security of installations of SSU within the continental limits of the United States and for obtaining personnel security clearances.

Activities: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

Coordination: Constant liaison is maintained regarding specific personnel cases with all branches of SSU in the United States and abroad and the Division is also in liaison with the FBI, CSC, ONI, MIS, and other Government Intelligence Agencies.

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EXHIBIT I
(Organizational Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT

SECURITY DIVISION

OFFICE OF
CHIEF

PERSONNEL
SECURITY
SECTION

PHYSICAL
SECURITY
SECTION

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EXHIBIT II
(Functional Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT

OFFICE OF THE CHIEF ~~and~~ PLANS
Plans and supervises operations
of Division.

Ch. Technical Period

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00	PERSONNEL SECURITY SECTION	PHYSICAL SECURITY SECTION
00	Investigates and evaluates suitability of SSU personnel.	Enforces and supervises security operations of SSU headquarters and areas within continental U.S.
00	Maintains liaison with other agencies.	Issues badges, passes, and other identification to all SSU employees and official visitors.
00	Makes recommendations as to employment of, continuance with and severance from SSU on security basis of all personnel. Indoctrinates personnel along security lines.	
00	Personnel Services and Contracts	

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Office of the Chief: The Office of the Chief of the includes supervision, plans, and administration
the operations of the divisions. SECURITY DIVISION

SUMMARY

Budgetary Security Budget Estimates for Fiscal Year Ending 30 June 1947

	Voucherized Funds	Special Funds
01. Personal Services	108,961	4,300
02. Travel	3,600	None
03. Transportation-Materials	None	None
04. Communications	None	None
05. Rents and Utilities	None	None
06. Printing and Binding	None	None
07. Other Contractual Services	16,000	None
08. Supplies	500	None
09. Equipment	None	None
00. Personal Services and Contracts	None	18,000
	129,061	22,300
		TOTAL 151,361

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Office of the Chief: The Office of the Chief of the Division supervises, plans, and administers the operations of the Division.

Personnel Security Section: The Personnel Security Section is responsible for (1) investigating and evaluating the integrity of personnel on a continuing basis wherever personnel are assigned (2) for final recommendations on the grounds of security to be made to the Director, the Strategic Services Officer or the Chief of Mission, as the case may be, as to the employment by, continuance with or severance from SSU of all personnel (3) for investigating security violations and recommending appropriate disciplinary steps to the Director (4) for devising security systems for installations overseas in cooperation with the heads of such activities, (5) for the maintenance of the Security Service Records Card system (6) for interviewing and indoctrinating in security requirements and matters all new employees, all SSU employees going abroad and returning from abroad, as well as all overseas couriers (7) for determining the qualifications of couriers, including overseas couriers, and the appropriateness of material to be couriered by individuals assigned to SSU (8) for indoctrinating all persons assigned to perform security functions overseas and (a) to provide them with appropriate current security data concerning all SSU employees assigned to their respective overseas theaters, and (b) to set up and maintain necessary two-way security liaison with such overseas security officers (9) for keeping informed of the current assignments of all personnel at all times (10) for assistance in obtaining cryptographic clearances for Message Center personnel (11) for maintaining and expanding where appropriate or expedient, necessary two-way security liaison with Departments, Bureaus and Agencies of the Government, including Government Intelligence Agencies.

Physical Security Section: The Physical Security Section is responsible for (1) enforcement and supervision of all security operations of the SSU headquarters and areas in the continental U.S., including supervision of receptionist and guard forces, protection of property, records, information and operations of SSU (2) issuance of badges, passes and other identification devices to all SSU employees and official visitors.

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SUMMARY OF P

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NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

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NOTE: No funds will be included in the estimates for payment of overtime.

01. Personal Services

DATE: 20 MAY 1968

TITLE OF POSITION: Office of the Chief: CIVIL SERVICE PERSONNEL

OR

ORGANIZATION UNIT: The Security Division is under the direction of a chief, assisted by a deputy chief and special assistant, with one administrative assistant and one clerk. The Office of the Chief is responsible for the overall supervision and the establishment of policies and related activities of the entire division.

125.1 CAF-9 7,12

Due to the nature of the duties of the special assistant, it is necessary that he be carried on unvouchered funds.

Special Assistant

Assistant 1 CAF-9 3,640 1 DAY-9 3,64

Administrative Clerk 1 CAF-5 2,320 1 DAY-5 2,32

TOTAL 4 19,315 4 19,31

Remarks:

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SECRET**SUMMARY OF PERSONNEL REQUIREMENTS**

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL					SPECIAL FUNDS		TOTAL FULL-TIME CIVILIAN PERSONNEL		1947	
	1946		1947		1946		1947		1946		
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	
Chief of Division	1	CAF14	7,125	1	CAF14	7,125			1	7,125	1 7,125
Deputy Chief	1	CAF13	6,230	1	CAF13	6,230			1	6,230	1 6,230
Personal Assistant							1	4,300	1	4,300	1 4,300
Administrative Assistant	1	CAF-9	3,640	1	CAF-9	3,640			1	3,640	1 3,640
Registry & File Clerk	1	CAF-5	2,320	1	CAF-5	2,320			1	2,320	1 2,320
TOTAL	4		19,315	4		19,315	1	4,300	1	4,300	5 23,615

Remarks:

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SUM

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DATE 08-12-2012 BY SP500000

Personnel Security Section:

The investigation of personnel to be employed by SSU are directed by this section and decisions made as to the suitability of the prospective employee for employment. Special investigations are also directed as assigned by the Chief of the Division. All investigative reports are received, classified, analyzed and summarized and files and records of all personnel maintained. Liaison is maintained with all branches of SSU and with other governmental investigative agencies. The section also is responsible for approvals of all SSU inter-branch transfers, approval and indoctrination of all new employees, personnel going overseas and the debriefing of all personnel leaving the agency.

Chief

Position	CAT-1	CAT-2	CAT-3	CAT-4	CAT-5	Total
Personal Services: This section is under the direction of a chief, who is assisted by a secretary, investigators, reviewers, and clerks necessary to perform the functions of the Section.	3 GAF-7	6,940	3 GAF-7	6,940		
Secretary	1 GAF-5	2,320	1 GAF-5	2,320		
Clerk	2 GAF-5	4,640	2 GAF-5	4,640		
Clerk-Typist	2 GAF-4	2,100	1 GAF-4	2,100		
Pile Clerk	1 GAF-4	2,100	1 GAF-4	2,100		
Total	11	32,560	11		33,220	

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NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

SUMMARY OF PERSONNEL REQUIREMENTS

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III

... included in the
for payment of overtime.

Physical Security Section:

The enforcement and supervision of all security operations of the SSU headquarters and areas in the continental United States is administered by this section. It includes the supervision of receptionist and guard forces, care and protection of all buildings, offices and warehouses and care and protection of property and records of SSU. Badges and passes and other entrance credentials are issued by this section.

	1 GATL2	5,180	1 GATL2	5,180
Personal Services:	1 GATL2	5,180	1 GATL2	5,180
Receptionists	1 GAT-5	2,320	1 GAT-5	2,320
Receptionists	1 GAT-4	2,180	1 GAT-4	2,180
Receptionists	5 GAT-3	9,510	5 GAT-3	9,510
Receptionists	16	29,376	16	29,376
TOTAL	26	55,106	26	56,426

Salaries are secured from PBA on a reimbursable basis.

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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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SUMMARY OF PERSONNEL REQUIREMENTS

FISCAL YEARS 1946 - 1947
BUREAU: Personnel

SECTION: Security

SECTION: Physical Security

16 January 1946
funds will be included in the
estimates for payment of overtime.

16 January 1946

NAME OF POSITION OR INSTITUTION UNIT (CLUDING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS			TOTAL FULL-TIME CIVILIAN PERSONNEL			TOTAL FULL- TIME CIVIL SER. PERS.			TEMPORARY PART-TIME		
	1946			1947			1946		1947		1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY
Section	1	CAF12	5,180	1	CAF12	5,180					1	5,180	1	5,180			1	1
Chief	-	----	-----	1	CAF11	4,300					-	----	1	4,300			-	1
Assistant	1	CAF-9	3,640	-	---	-----					1	3,640	-	----			1	-
Assistant	-	---	-----	1	CAF-9	3,640					-	----	1	3,640			-	1
Assistant	1	CAF-7	2,980	-	---	-----					1	2,980	-	----			1	-
Receptionist	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320			1	1
Chief Receptionist	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100			1	1
Misc.	5	CAF-3	9,510	5	CAF-3	9,510					5	9,510	5	9,510			5	5
	16		29,376	16		29,376					16	29,376	16	29,376			16	16
TOTAL	26		55,106	26		56,426					26	55,106	26	56,426			26	26

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02. Travel

02. Other professional services:

Travel in connection with special investigations by the Special Assistant. Also travel in connection with setting up and maintaining certain investigative liaison. ~~for possible or potential investigative contacts with prospective SAC personnel~~
~~and possible for unusual expensy to safes for which outside help must be obtained.~~

*for unusual
to safes*

*In further
possibility*

*possibly at
SAC, Headquarters
or elsewhere
including possible
use of personal
Automobile.*

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Other contractual services:

For payments to commercial Investigative Concerns for reports on prospective SSU personnel and for unusual payments for unusual repairs to safes for which outside help must be obtained.

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• 400 pages • \$99

604 Personal secretions and excretions

For special competitive advantage.

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Approved January 1947
Personnel Branch - Personnel Division
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

Justification for the personnel budget must be determined only after a careful consideration of the present status, both of personnel needs, based upon the continuation of the activities now in progress, and a future program.

Therefore, the Personnel Branch - Personnel Division has prepared the following statement of justifications for the personnel budget of those personnel, continuation of present Personnel Branch - Personnel Division activities,
Statement of Justification

activities. The following Budget for Fiscal Year Ending 30 June 1947 indicates personnel of the Strategic Services Unit engaged in administration of personnel, organization and development of personnel, development and implementation of organizational policies and procedures, training of personnel, personnel evaluation, personnel selection, and personnel and special personnel reports. Personnel and material in civilian activities with other governmental and private organizations.

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WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Personnel Division
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

APPROVED BY
(Signature)

Estimates for the Personnel Division have been determined only after a careful consideration of the presently known needs and anticipated needs, based upon the conversion of the activities from an emergency to a peacetime program.

Function: The Personnel Division was established through General Order No. 10 for the purpose of recruiting Army, Navy and civilian personnel; placement of these personnel; administration of personnel policy; maintenance of necessary records.

Activities: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
PERSONNEL DIVISION

Office of the Chief

Classification and
Personnel Utilization
Section

Procurement and
Placement Section

Statistics and
Records Section

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
PERSONNEL DIVISION

Exhibit II
(Functional Chart)

OFFICE OF THE CHIEF

Directs and coordinates the personnel management functions of the Division

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PROCUREMENT AND PLACEMENT SECTION

Recruits, selects, and places civilian, naval and military personnel required by SSU in domestic and foreign operations.

Hears and adjusts personal grievances of employees.

Administers promotion and efficiency rating programs.

CLASSIFICATION AND PERSONNEL UTILIZATION SECTION

Classifies and allocates all positions in the SSU.

Conducts organizational studies to determine the best structure to carry out the objectives of the SSU.

Evaluates utilization of all SSU personnel through studies and recommendations regarding employee assignment.

STATISTICS AND RECORDS SECTION

Posts all necessary information on Retirement Record cards.

Prepares official personnel action sheets.

Prepares reports for Civil Service Commission and Congressional Committees as required.

Maintains status control of all personnel actions.

Maintains a Central Mail and File service for the Division.

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Office of the Chief

This Office provides the administrative direction of the personnel management functions carried on in the Division.

Classification and Personnel Utilization Section

This Section conducts studies and analyses regarding organizational structure and individual positions of the SSU. Advises the Chief of Personnel for the Director regarding organizational, classification, and personnel utilization matters. Maintains liaison with the Civil Service Commission regarding classification of positions in accordance with established laws and regulations. Maintains position description and related records files.

Procurement and Placement Section

This Section recruits personnel needed to carry on functions of the SSU. Selects personnel for specific positions in accordance with established qualification standards. Negotiates with other Government agencies, private organizations, and individuals regarding the procurement of qualified personnel. Advises operating officials and coordinates the preparation and review of efficiency reports. Hears and advises individual employees on personal matters, such as working conditions, housing, welfare, personal finances, and recreation, recommending adjustment where possible.

Statistics and Records Section

This Section prepares, certifies and maintains personnel records and documents required in transacting all types of personnel actions affecting civilian employees. Maintains a positive control over the status and flow of actions throughout the Division. Compiles periodic and special statistical reports of personnel for the Director and Government agencies. Provides a central mail and file facility for the Division.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Voucherized Funds</u>	<u>Unvoucherized Funds</u>	<u>Total</u>
01. Personal Services	\$ 95,344		
02. Travel	16,700		
06. Printing and Binding	600		
08. Supplies	600		
09. Equipment	1,000		
00. Special Funds		15,000	
	<hr/>	<hr/>	<hr/>
	\$114,244	\$15,000	\$129,244

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

23 January 1948

(1) For ^{TOTAL} fiscal year 1967, the Employees' Services Section is eliminated and the
Employees' Services Section and Management and Relations Section.

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PERSONNEL DIVISION

10 January 1948

Office of the Chief

Personal Services:

This Office is under the direction of a Chief, assisted by an Assistant Chief and two Clerk-Stenographers.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																																																																																																																																																									
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385

SECRET**SUMMARY OF PERSONNEL REQUIREMENTS**

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 25 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL			
	1946			1947			1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY
Chief	1	CAF-13	6230	1	CAF-13	6230					1	6230	1	6230
Assistant Chief	1	CAF-12	5180	1	CAF-12	5180					1	5180	1	5180
Clerk-Stenographer	1	CAF-6	2650	1	CAF-6	2650					1	2650	1	2650
Clerk-Stenographer	0	-	-	1	CAF-5	2320					0	-	1	2320
TOTAL	3		14060	4		16320					3	14060	6	16320

Remarks:

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PERSONNEL DIVISION

DD FORM 16 January 1962

Classification & Personnel Utilization Section

Responsible for planning, developing and carrying out a classification program under the provisions of established legislation and the needs of the SSU. Responsible for maintenance of classification records and charts. Conducts organization planning, and personnel utilization surveys and studies.

Personal Services:

This Section is under the direction of a Chief, assisted by a staff of analysts and clerks, including an Army Officer, a Navy Officer and one enlisted man.

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SUMMARY OF PERSONNEL REQUIREMENTS

FISCAL YEARS 19
PERSONNEL
BRANCH: PERSONNEL
DIVISION: PERSONNEL
SECTION: CLASSIFICATION

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 23 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS		TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL			
	1946			1947			1946		1947		1946		1947			
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO. RANK	NO. RANK
Chief	1	CAF-12	\$ 5100	1	CAF-12	\$ 5100					1	\$ 5100	1	\$ 5100		
Senior Analyst	2	CAF-12	8000	2	CAF-11	8000					2	8000	2	8000	1 Capt	1 Capt
Analyst	2	CAF-9	7200	2	CAF-9	7200					2	7200	2	7200	1 Lt. sg	1 Lt. sg
Junior Analyst	0	-	-	2	CAF-7	5900					0	-	2	5900		
Lark-Trainer	0	-	-	1	CAF-5	5800					0	-	1	5800		
Lark-Stenographer	1	CAF-4	5100	1	CAF-4	5100					1	5100	1	5100	1 S/Sgt	1 S/Sgt
TOTAL	6		\$25160	9		\$31440					6	\$25160	9	\$31440	3	3

Remarks:

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PERSONNEL DIVISION

AMERICAN AIRLINES
HEADQUARTERS

Procurement & Placement Section

Responsible for planning, organizing, and directing the interviewing, selection, certification, and placement of qualified personnel. Administers efficiency rating and promotion programs. Maintains liaison with the War Department, Navy Department, Civil Service Commission on personnel matters. Makes trips to the field to procure personnel.

Personal Services:

This Section is under the direction of a Chief with an Assistant, placement technicians, a clerk-stenographer, two officers and one enlisted man.

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PERSONNEL DIVISION

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.02. Travel:

\$16,700

The estimates for travel are predicated on necessary travel to procure personnel of special qualifications; to maintain liaison between the overseas missions and the Washington office.

	<u>Domestic</u>	<u>Foreign</u>
1. 12 trips to East Coast points and return	\$ 600	
2. 8 trips to Midwest point and return	1,200	
3. 6 trips to West Coast points and return	2,700	
4. 10 trips to New York and return	400	
5. 2 trips to European points* and return		\$5,800
6. 2 trips to Far East and return	\$4,900	6,000 Total \$11,800 \$16,700

*Each trip to include all European installations.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.06 Printing and Binding \$600

This includes the printing of multiple form personnel action sheets, retirement cards, standard forms, etc.

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BUDGETS - PERSONNEL BRANCH
ENDING 30 JUNE 1947

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.08 Supplies

\$600

This includes non-standard supplies needed for mechanical records equipment such as specially designed Kardex Cards.

Department of Defense
Personnel Branch

107-11000
MURKIN 4000

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PLANO, TEXAS 25 JULY 30 JUNE 1947

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.09 Equipment \$1,000

This is for mechanical filing equipment needed to implement present equipment for the purpose of providing control of personnel actions and positions.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.00 Special Funds

\$15,000

This provides for expenses incurred by Candidates, for specialized positions, being interviewed by officials of the Personnel Division in Washington. This estimate is based on 200 Candidates at an average cost of \$75 per Candidate.

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Department of Defense
Personnel Branch - Headquarters and Headquarters Detachment
Budget For Fiscal Year Ending 30 June 1947

functions. The Headquarters and Headquarters Detachment functions within the Personnel Branch will be concerned with the administration of personnel, pay and allowances, promotion, training, assignment, and other administrative activities of personnel who are assigned to the HQD.

**WAR DEPARTMENT
Strategic Services Unit**

**Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification**

Budget For Fiscal Year Ending 30 June 1947

It is the responsibility of this Detachment to advise each War Department agency and organization concerning military personnel. Mainline activities include liaison with the Adjutant General's Office, Military Liaison of Washington, and with the Office of the Auditor General.

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WAR DEPARTMENT

Strategic Services Unit

Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

Function: The Headquarters and Headquarters Detachment functions within the Personnel Branch in accordance with the provisions of General Order No. 10, dated 10 December 1945. The purpose of this Detachment is to carry out all administrative activities affecting Commissioned and enlisted personnel of the Army who are attached to the SSU.

Activities: Maintains Army Service records and records of assignments within SSU. Prepares and audits Military Personnel Payrolls and Expense Accounts. Issues orders for the reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personal matters.

Coordination: It is the responsibility of this Detachment to carry out all War Department directives and regulations affecting military personnel. Maintains constant liaison with Headquarters, Military District of Washington, and with the Office of the Adjutant General.

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1
FEDERAL NAVY - NAVAL COMMAND
2000-3000 PERSONNEL
ESTIMATED BUDGET, YEAR ENDING 30 JUNE 1947

BUDGET ESTIMATES

PERSONNEL BRANCH

Personnel: This Command has authority and orders the personnel branch by General Order No. 11, dated 20 January 1946, for **NAVAL COMMAND**, carrying out all administrative activities affecting personnel and the personnel of the Navy which may be attached to this AGO.

FISCAL YEAR 1947

Activities: Maintains Navy Service records and records of assignments within AGO; prepares requests to the Director of Personnel, Navy Department, for the issuance of orders for assignment, transfer, promotion, and discharge of such personnel; provides assistance and advice on personnel problems.

Coordination: It is the responsibility of this Command to carry out all Navy Department regulations and directives affecting naval personnel. Maintains close liaison with the Navy Department on matters of personnel and other naval matters as may be requested by the Director.

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH - NAVAL COMMAND
STATEMENT OF JUSTIFICATION
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: This Command was established under the Personnel Branch by General Order No. 10, dated 10 December 1945, for the purpose of carrying out all administrative activities affecting commissioned and enlisted personnel of the Navy Department who are attached to the SSU.

Activities: Maintains Navy Service Records and records of assignments within SSU. Prepares requests to the Bureau of Personnel, Navy Department, for the issuance of orders for reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personnel matters.

Coordination: It is the responsibility of this Command to carry out all Navy Department regulations and directives affecting naval personnel. Maintains close liaison with the Navy Department on matters of personnel and other naval matters as may be requested by the Director.

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DECLASSIFIED
Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

SUMMARY OF PERSONNEL REQUIREMENTS

(53683)

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 23 JANUARY 1946

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FISCAL YEARS 1946 - 1947

BRANCH: PERSONNEL

DIVISION: NAVAL COMMAND

SECTION: _____

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL					SPECIAL FUNDS			TOTAL FULL-TIME CIVILIAN PERSONNEL 1946	ARMED SER. PERSONNEL 1946	TOTAL FULL-TIME CIV. & SER. PERS. 1946 '47	TEMPORARY PART-TIME	W A E O C						
	1946		1947		NO.	ANNUAL SALARY	NO.	ANNUAL SALARY											
	NO.	GRADE	NO.	GRADE															
CIVILIAN OFFICER																			
PERSONNEL OFFICER																			
CIVIL PERSONNEL OFFICER																			
CIVIL LIAISON OFFICER																			
SEASIDE COMMODORING OFFICER																			
YOUTH TO ENLISTED DIVISION																			
YOUTH LIAISON DIVISION																			
YOUTH RECRUITMENT OFFICERS																			
YOUTH OFFICERS SECTION																			
11 11																			
MASSIVE CLERK																			
Remarks:	TOTAL																		

Not called by name to bring it up to NDMB figures

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Lloyd L. Daniel Personnel Jr.
SIGNATURE

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Duplicate

WAR DEPARTMENT

STRATEGIC SERVICES UNIT

PERSONNEL BRANCH

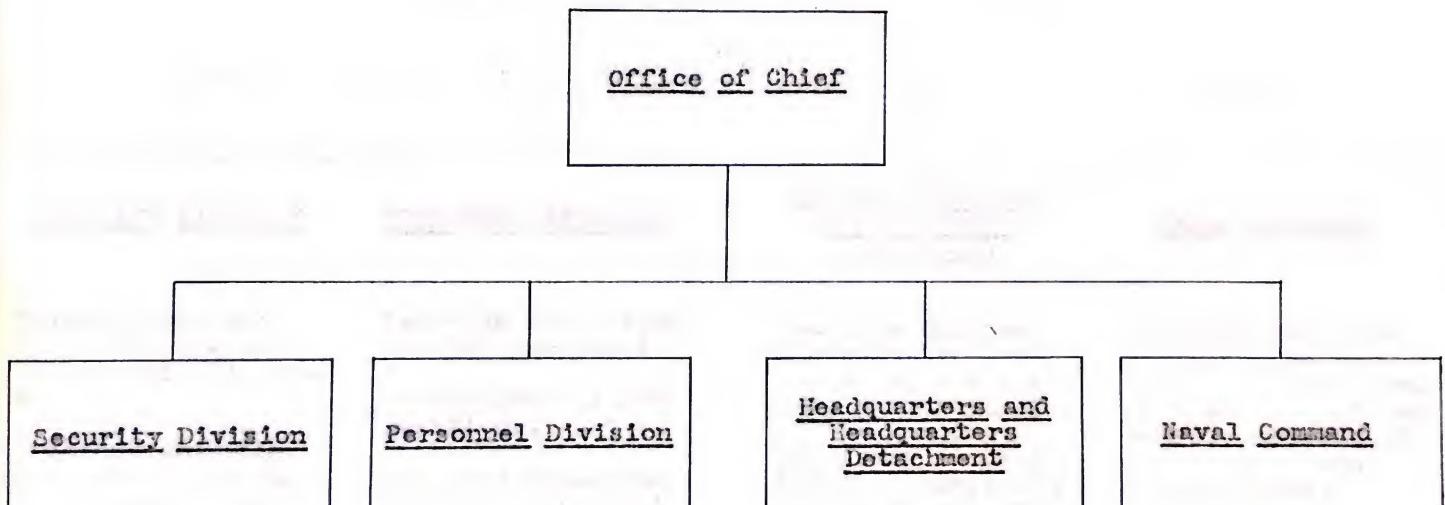
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH



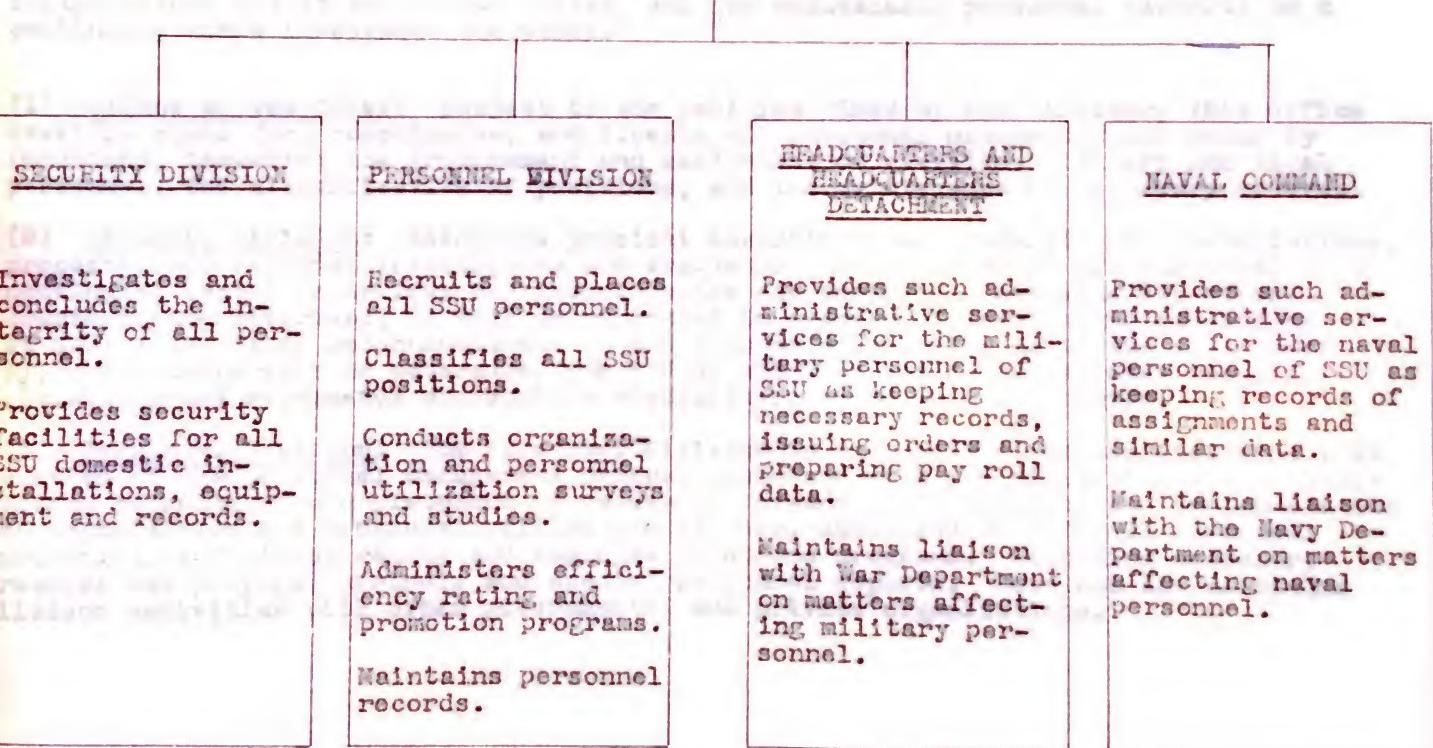
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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)

OFFICE OF CHIEF

Plans, coordinates and directs all personnel management and security functions for the SSU.



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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

The Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

(1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.

(2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departing couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

(3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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- 2 -

(4) Headquarters and Headquarters Detachment: In accordance with established regulations and subject to the policies formulated by the Chief, this Detachment is responsible for all administrative activities affecting commissioned and enlisted personnel of the Army including liaison with the War Department regarding such activities, and the maintenance of records for all Army personnel assigned to the SSU.

(5) Naval Command: Subject to established regulations and in accordance with the policies formulated by the Chief, this command is responsible for all administrative activities affecting commissioned and enlisted personnel of the Navy and the Marine Corps including liaison with the Navy Department regarding such activities and the maintenance of records for all Navy personnel assigned to the SSU.

401 Personnel Services	1,000	1,000
402 Supply	1,000	1,000
403 Recruiting and Manning	400	400
404 Other Personnel Services	10,000	10,000
405 Payroll	1,000	1,000
406 Equipment	1,000	1,000
407 Medical Funds	1,000	1,000
	27,000	27,000
	100,732	100,732

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
SUMMARY

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Voucherized Funds</u>	<u>Special Funds</u>	<u>Total</u>
.01 Personal Services	\$231,380	\$ 4,300	
.02 Travel	27,350	-	
.06 Printing and Binding	600	-	
.07 Other Contractual Services	16,000	-	
.08 Supplies	1,100	-	
.09 Equipment	1,000	-	
.00 Special Funds	-	33,000	
	<hr/>	<hr/>	<hr/>
	\$277,430	\$ 37,300	\$314,730

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SAMPLE
APPENDIX I

BUDGET ESTIMATES
XYZ BRANCH
FISCAL YEAR 1946

OFFICE OF STRATEGIC SERVICES
X-Y-Z BRANCH
STATEMENT OF JUSTIFICATION
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1946

Estimates for the X-Y-Z Branch have been determined only after a careful consideration of the presently known needs.

Function: The X-Y-Z Branch was established through Special Order No. 5, dated 11 August 1 42, pursuant to Military Order of the Commander-in-Chief, dated 13 June 1942. It was created for the purpose of aiding the Director in formulating programs and policies relating to the direction of traffic, and in determining the effectiveness with which such programs and policies are being carried out.

Activities: Assembles and coordinates all factual data relating to traffic and recommends application of these facts as they may involve other government agencies, the armed forces, the Association of American Railroads, and the carriers themselves; and directs the movement of traffic whenever necessary to prevent congestion or delay or to speed up handling. (Such practices are now being carried out in the case of the movement of petroleum traffic). The Branch is charged with the responsibility of administering General Orders 1 and 13 calling for the greater utilization of equipment in the handling of merchandise and carload traffic. It studies with and carries out instructions and recommendations of the War Production Board regarding transportation priorities and preferences and helps administer from a distribution standpoint any and all production controls sanctioned by the War Production Board or the War Food Administration and concurred in by the X-Y-Z Branch.

Coordination: It is necessary to cooperate with the various agencies of the government, namely: Army, Navy, Marine Corps, War Shipping Administration, Russian Lend-Lease, British Lend-Lease, etc., in order to know the potentialities of their respective activities as related to transportation so that their combined aggregate of rail and ship traffic may be regulated in movement and at the ports of exit and entry. In addition to specific problems mutually handled and disposed of, these other agencies keep the X-Y-Z Branch continually informed of daily transport conditions as developed from channel reports received from the railroads, traffic estimates based upon present and prospective domestic and military requirements, warehousing and storage problems, waterway movements, motor carrier activities, local transport problems involving use of rail facilities and other matters mutually related and of common concern.

EXHIBIT I
(Organizational Chart)

OFFICE OF STRATEGIC SERVICES

X - Y - Z BRANCH

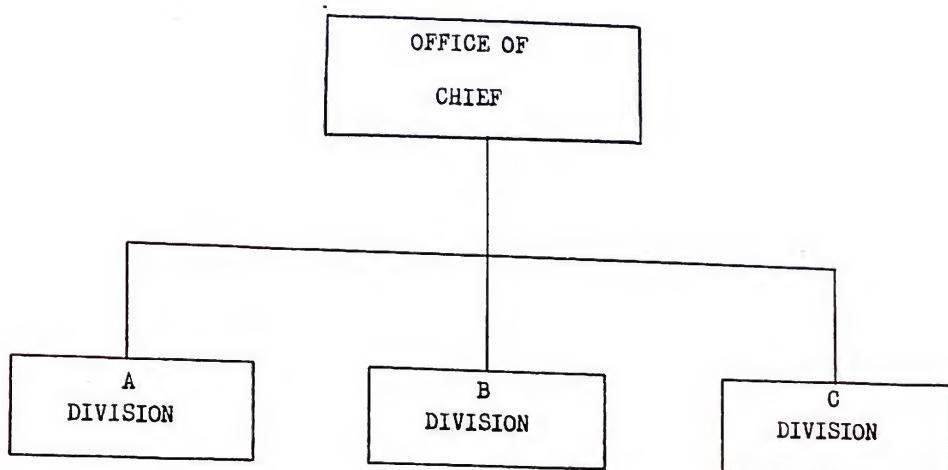
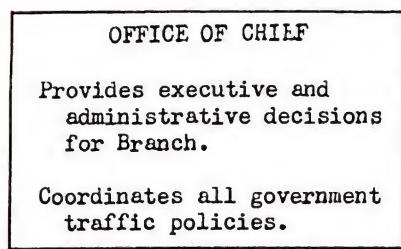


EXHIBIT II
(Functional Chart)

OFFICE OF STRATEGIC SERVICES

X - Y - Z BRANCH



A DIVISION

Receives, classifies, analyzes, and summarizes daily telegraph information on traffic movement.

Provides means of measuring traffic density.

Processes daily reports each 24 hours.

B DIVISION

Compiles complete information on flow of traffic through various ports.

Supervises handling of block and unit permit system.

Controls export and import traffic.

C DIVISION

Administers, supervises, and enforces General Order No. 1 and General Order No. 18.

Maintains complete records and reports as to functioning of above orders.

Issues permits.

Office of the Chief: This office provides the executive and administrative head for the Branch which is composed of several separate divisions, and acts as the point of coordination between the Branch and other government agencies as well as other branches of the agency. Under the chief there is operated a Government Traffic Policy Committee established for the purpose of coordinating all government traffic policies along lines that are most efficient and practical with respect to war time transportation. The chief and the assistant chief maintain close relations with shippers, carriers, government agencies, and other branches in the organization, handling through them advice and information, and policies and controls established in discharging the functions of the branch.

A Division: This division receives, classifies, analyzes, and summarizes daily telegraph information from the leading rail carriers throughout the country, showing traffic movement and car and train counts at various yards, junctions, gateways and divisions. Through properly classified reports this division provides a means of measuring traffic density throughout the country and, based on its operation throughout the past year, has made available important data in many cases to the organization and to other agencies, such as the War and Navy Departments, War Shipping Administration, and the Foreign Economic Administration.

B Division: This division compiles complete information daily concerning the flow of traffic through the various ports for export. Under its jurisdiction is the handling of the block and unit permit system covering movement of freight to the ports, the policing of car activity at the ports, and the handling of the integration between inland and ocean shipping. Through records which it maintains and compiles it advises the carriers, local port representatives, shipping agencies, Foreign Economic Administration, War Shipping Administration, and other interested agencies concerning the flow of export traffic. The records maintained by this division provide a primary source of commodity, status, and other export and import traffic information for all government agencies, and for that reason are being successful in causing duplicate reports, heretofore prepared in behalf of many individual agencies, to be discontinued.

C Division: This division's duties are to administer, supervise, and enforce General Order No. 1 calling for 10-ton loading of merchandise cars, and General Order No. 18 calling for maximum loading of carload shipments. It maintains complete records and reports as to the functioning of these orders, issuing permits in bona fide cases where compliance cannot be accomplished. Its services are vital to the flexible and successful operation of these orders and in providing a direct contact with the carriers and shippers with the agency as its activities involve these two important regulations.

OFFICE OF STRATEGIC SERVICES

Exhibit III
(Flow of Material)

X - Y - Z BRANCH

SOURCES

DIRECT LIAISON

